

# **UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT**

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO.:**

**06-08**

**OPENED:**

June 21, 2006

**CLOSED:**

When Filled

**POSITION, TITLE, GRADE  
AND SALARY:**

Human Resource Manager  
CL 28, \$84,591 - CL 30,  
\$118,859, depending upon  
experience and current salary

**LOCATION OF POSITION:**

United States Court of Appeals  
for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

### **BRIEF DESCRIPTION OF DUTIES:**

Responsible for all aspects of human resource management such as recruitment and staffing, classification and compensation, benefits, performance management, grievance procedures and equal employment opportunity. Good knowledge of court operations and functions. Ability to communicate effectively both orally and in writing with a variety of people. Ability to analyze organizational functions and make recommendations on staffing, organizational structures, and other human resource solutions. Responsible for the development of policies and procedures which facilitate the effective management of personnel for the entire court. Responsible for advising staff on personnel matters.

### **GENERAL EXPERIENCE:**

At least five (5) years of general experience in a progressively responsible administrative, technical, professional, or other position which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes; (b) the ability to analyze problems and assess the practical implications of

alternate solutions; (c) the ability to communicate with others, orally and in writing; and (d) the ability to exercise mature judgment.

**SPECIALIZED EXPERIENCE:**

At least three (3) years progressively responsible experience in at least one but preferably two or more functional areas of personnel management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of personnel administration.

**Education Equivalents:**

A BS degree may be considered as substitution for some of the general experience requirement.

**Time-In-Grade:**

For an applicant in the federal service, one year must have been serviced in the next lower grade.

**Send SF 171 or OF 612 and Resume to:**

Ruth A. Butler  
Administrative Services Officer, Suite 412  
U.S. Court of Appeals for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer. Applicants must be United States citizens or eligible to work in the United States. This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of net pay.

New employees are subject to a background check or investigation or periodic reinvestigations, if applicable, and that retention depends upon a favorable suitability determination. New employees will be fingerprinted upon entrance on duty.